

CHAZ Calendar Planning (V.01)

A central place for “official” CHAZ events

Current Document Owner(s)

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Intent

Not Vetted | [Vetted](#) | [Planned](#) | [Recorded as Task](#) | [Completed](#) | [Discarded](#)

The goal of the CHAZ calendar is to consolidate the various CHAZ events into one location to increase attendance and visibility. Through this, CHAZ community members will be able to become more involved with the community.

A secondary goal of the CHAZ calendar is to enable community members to become leaders of their own events and gatherings within the community.

Needs

In order to successfully fulfill our intent, here are some critical needs.

Acting Roles

Note that each role is not limited to one point person, and it is in fact discouraged to have only one point person in a role.

Role	Description	Point Person
Event Coordinator	This person is primarily responsible for: • Facilitating the creation of events from community members that are not signed up as Event Creators • Ensure that public areas of CHAZ are not overbooked with conflicting events • Maintain the cancellation and updating	

	of events if they change	
Event Creator	This person is primarily responsible for: • Creating and maintaining events • Ensuring that where possible events have a description, point of contact and location	

Action Items

Not Vetted | [Vetted](#) | [Planned](#) | [Recorded as Task](#) | [Completed](#) | [Discarded](#)

The current calendar, belonging to the email freecaphill@gmail.com can be found here:
<https://calendar.google.com/calendar/b/3?cid=ZnJlZWNhOGhpbGxhZ21haWwY29t>

Version History

Date	Version #	Log Message
06/11/2020	01	Initial creation of document by sole editor Sonia Kandah, with no vetted content